

## **CORE LEVELS OF I&R SERVICE DELIVERY**

### **DATA MAINTENANCE**

Once data has been collected on human service resources, it is imperative that information is continuously updated for accuracy.

- Human service information shall be updated in a formal manner once a year
- Updated information shall be confirmed by an authorized employee of the affected agency/program; and
- Human service resource information shall be updated informally on an ongoing basis as new information is available. Changes shall be confirmed by an authorized person from the affected agency or program